



**DEPARTMENT OF CORRECTIONS
POLICIES AND PROCEDURES**

Policy No.: DOC 3.1.15	Subject: SECURITY INSPECTIONS
Chapter 3: FACILITY/PROGRAM OPERATIONS	Page 1 of 3, plus attachment
Section 1: Security and Control	Revision Date: June 1, 2002
Signature: /s/ Bill Slaughter	Effective Date: March 1, 1997

I. POLICY:

It is the policy of the Montana Department of Corrections to maintain in each of its facilities a system of inspections of the physical plant to ensure that offenders do not escape or otherwise compromise security.

II. IMPLEMENTATION:

This policy was revised with minor revisions on June 1, 2002.

III. AUTHORITY:

2-15-112, MCA. Duties and Powers of Department Heads.

53-1-203, MCA. Powers and Duties of Department of Corrections.

IV. DEFINITIONS:

Chief of Security means the person designated by the Superintendent/Warden/Program Manager as responsible at each facility for the management of the security program and operations.

V. PROCEDURES:

The key to an effective security inspection program is identifying specific areas of responsibility for specific staff members to inspect on a strict timetable. The Chief of Security is responsible for the overall management of this program. Inspections will be conducted each day, and in some cases, each shift. Every area of the facility will be covered by the system, including the perimeter. The inspectors do not need to be only security staff members, but can be employees from other departments as well. In developing the inspection program, the Chief of Security will provide a clear description of the physical

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security features to be inspected. These will include, but are not limited to, a daily inspection of the following:

- locks and related hardware (hinges, etc.);
- doors and windows;
- bars and grillwork;
- gratings, manhole covers and hatch plates;
- fences, fence hardware, and fence wire;
- ventilators and tunnel accesses; and
- perimeter walls and other equipment and security features.

During these inspections, staff shall also be alert for changes in equipment or other features of the facility, accumulations of contraband, and conditions that would constitute a life safety or security hazard, such as blocked entrances, locks painted over, etc.

A. Control Center:

The facility's control center requires special security considerations. This post will be manned 24 hours a day, and will have a toilet and sink for the use of staff assigned there. Inspection of this area will include ensuring the integrity of the following areas on a daily basis:

- ballistic-resistant glazing and any attendant grillwork;
- ventilation grilles and other avenues of access;
- emergency lighting and power backup units;
- walls, floors, and ceilings; and
- security vestibule entrance.

B. Locked Units:

Security inspections in locked units and related areas such as recreation yards and rooms used by higher security cases require closer attention and will be inspected at least once a shift. All security hardware and recreation areas will be inspected before and after each recreation period.

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C. Reporting:

Reporting will include the use of a specifically designed inspection form for each area of the facility (such as Attachment A). The form will be completed by the pre-identified staff member responsible for the area (or a designated replacement in the event of leave or other absence) and submitted to the shift supervisor for review at the end of duty.

D. Intervals for Inspection:

All security features will be inspected weekly except as otherwise specified above. In addition to filing the required report with the shift supervisor, the inspection and any findings will be noted in the unit or post log.

E. Corrective Action:

Corrective action required by any inspection finding will be initiated at once by the staff member discovering the discrepancy. Repeat discrepancies that indicate a lack of proper remedial action will be noted on the form and will be subject to follow-up by the shift supervisor, and, if necessary, the Chief of Security.

F. Review:

The Chief of Security or other designated staff member will review the security inspection forms compiled by the shift supervisor at least weekly to ensure the program is operating effectively.

VI. CLOSING:

Questions concerning this policy should be directed to the immediate supervisor.



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS**

INSPECTION CHECKLIST

Instructions: This check sheet is to be used as a guide by officers making daily security/sanitation inspections.
S = Satisfactory / U = Unsatisfactory.

<u>ITEM</u>	<u>S</u>	<u>U</u>	<u>DISCREPANCIES NOTED</u>
Walls and ledges			
Shelves			
Floors			
Toilet and sink			
Bars (if applicable)			
Window glass			

<u>ITEM</u>	<u>S</u>	<u>U</u>	<u>DISCREPANCIES NOTED</u>
Dayroom floor			
Pillars and walls			
Ceiling and grillwork			
Counseling room			
Showers (all areas)			
Ledge above doors			
All other window glass			
Other			
Other			

SHIFT:	
AREA:	
DATE:	
SIGNATURE:	